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INVESTING IN SCIENCE | SECURING OUR FUTURE

HSIs Webinar, July 19, 2012

Hosted by
National Institute of Food and Agriculture

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Agenda

- Welcome – Irma Lawrence
- Scholarships and Fellowships, Dr. Ray Ali & Erin Berg
- Financial Reporting, Rochelle McCrea & Kelly Garman
- HSIs Housekeeping Issues, Dr. Irma A. Lawrence and Dr. Josue Lopez
- Q & A
- Adjourn



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Fellowship and Scholarship Opportunities at the National Institute of Food and Agriculture

Ray A. Ali, Ed.D.
National Program Leader

19 July 2012



Fellowship and Scholarship Programs

- Multicultural Scholars
- National Needs Graduate Fellowships
- Agriculture and Food Research Initiative (AFRI)
NIFA Fellowships



Multicultural Scholars

- To increase the multicultural diversity of the food and agricultural scientific and professional workforce
- Degree Types: Undergraduate and DVM
- Eligibility: U.S. public or private non-profit colleges/universities that offer Baccalaureate/DVM degree programs in the food & agricultural sciences



Multicultural Scholars

- Application Deadline: 29 August 2012
- Total funding = \$990,000
- Range of awards = 20K thru 200K
- Funded rate = 25%

<http://www.nifa.usda.gov/fo/multiculturalscholars.cfm>



Multicultural Scholars

- Available Funding
 - Scholarships: \$6,500 per student per year for up to four years
 - Cost-of-Education Allowance: \$2,500 per student per year (in lieu of indirect costs)
 - Special Experiential Learning: \$4,000 per eligible USDA MSP Scholar



Multicultural Scholars

- Award Categories
 - Single Institution: maximum of \$200,000
 - Multi-Institution: maximum of \$600,000
 - Student Experiential Learning (SEL): maximum of \$20,000



National Needs Fellowships

- Training students for Master's and Doctoral degrees in food, agricultural and natural resource sciences
- Eligibility: Colleges & universities having a demonstrable capacity to carry out the teaching of food & agricultural sciences



National Needs Fellowships

- Application Deadline: 15 August 2012
- Total funding = \$3.2 million
- Range of awards = 4.5K thru 262K
- Funded rate = 25%

<http://www.nifa.usda.gov/fo/nationalneedsgraduatefellowships.cfm>



National Needs Fellowships

- Available Funding
 - Master's Level
 - \$18,500 per year for two years as student stipend
 - \$2,000 per student per year cost-of-education allowance
 - International Study or Thesis/Dissertation Research Travel Allowances (IRTA): \$4,500 per Fellow



National Needs Fellowships

- Available Funding
 - Doctoral Level
 - \$24,500 per year for three years as student stipend
 - \$2,000 per student per year cost-of-education allowance
 - International Study or Thesis/Dissertation Research Travel Allowances (IRTA): \$8,000 per Fellow



National Needs Fellowships

- Award Categories
 - Master's Level: Funding at \$41,000 for each Fellow
 - Doctoral Level: Funding at \$79,500 for each Fellow
- Any combination of Award Categories may not exceed \$262,500



(AFRI) NIFA Fellowships

- Provides fellowships for predoctoral and postdoctoral students
- Eligibility: students
- Must be a citizen, national, or permanent resident of the United States



(AFRI) NIFA Fellowships

- FY 2013 RFA Pending (announcement expected in October)
- Total projected funding = \$6 million
- Range of projected awards = up to 130K
- Funded Rate (FY 2012) = ~40%

<http://www.nifa.usda.gov/fo/fellowshipsgrantprogramafri.cfm>



(AFRI) NIFA Fellowships

- Predoctoral Program (FY 2012)
 - Eligibility: The applicant must have successfully completed their preliminary, qualifying, or general exams.
 - Funding: up to \$75,000 for two years
 - stipend support (up to \$20,000 per year); tuition, fees, and fringe benefits (up to \$12,000 per year); supplies (up to \$3,000); travel (up to \$2,500 per year); institutional allowance, in lieu of indirect costs, not to exceed \$2,400 per year.



(AFRI) NIFA Fellowships

- Postdoctoral Program (FY 2012)
 - Eligibility: The doctoral degree must be awarded by the candidate's institution no earlier than January 1, 2009 and no later than July 19, 2012.
 - Funding: up to \$130,000 for two years
 - Funds primarily for salary support; funds other than salary support may not exceed \$20,000 per year; institutional allowance not to exceed \$2,400 per year.



Contacts

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Thank You

<http://www.nifa.usda.gov/index.html>



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National Institute of Food and Agriculture Office of Grants and Financial Management **Grantee Outreach Program**

Financial Reporting

Grantee Outreach Program Document #2012-19





Agenda

- Purpose of the Federal Financial Report (FFR)/SF-425
- FFR/SF-425 Submission Procedures
- How to Complete the FFR/SF-425
- Helpful Hints
- Key Contacts
- Q&A





Purpose of the SF-425

- The purpose of the FFR is to give recipients of grants and cooperative agreements a standard format for reporting the financial status of their awards
- NIFA Awardees are required by the Terms and Conditions of their award to submit a Federal Financial Report





Purpose of the SF-425 (cont'd)

- The FFR is a form that captures the obligations and disbursements that occurred during the grant period
- Quarterly reporting is not required
- FFR should be sent to the following:
 - Awards Management Division
 - awards@nifa.usda.gov (non-formula)
 - formulagrants@nifa.usda.gov (formula)





Purpose of the SF-425 (cont'd)

- The final financial report should be sent to the Awards Management Division/Office of Grants and Financial Management
- An automated message will be generated to awardees
- NIFA Notice of Expiring Award – 45 Days notice to submit an SF-425 within 90 days after the expiration date of the award
- NIFA Notice of Expired Award-an SF-425 is due 90 days after the expiration date. Your SF-425 is now due.



Formula Grants SF-425 Due Dates

- Extension Programs: Annually – April 1st
- Research Programs: Annually – December 31st
- 2 year awards will receive the additional 90 days to close out the award
- 5 year awards will not receive the additional 90 days to close out the award
- Failure to submit the FFR will result in funds being withheld





Procedures for the Completion of the FFR/SF-425

- You will need a copy of the Award document (NIFA 2009 Award Face Sheet)
- You will need a copy of the approved budget and any approved budget changes for non-formula awards





Completing the FFR/SF-425

- **Lines 1-9:** This portion contains general information about the recipient and award.
- **Lines 1-3:** Self-explanatory
- **Line 4a: DUNS Number;** Enter the recipient organization's Data Universal Numbering System (DUNS). AMD will verify DUNS to ensure active registration
- **Line 4b: EIN;** Enter the recipient organization's Employer Identification Number (EIN).





Completing the FFR/SF-425 (cont'd)

- **Line 5: Recipient Account Number or Identifying Number;** This block is for your institution's identifying account number
- **Line 6: Report Type;** Mark the type of report you are submitting, either Annual or Final





Completing the FFR/SF-425 (cont'd)

- **Line 7: Basis of Accounting;** Identify whether a cash or accrual basis was used for recording transactions related to the award and preparing the FFR
- **Line 8: Project/Grant Period;** This is the grant period of performance (start and end dates of the award/project)





Completing the FFR/SF-425 (cont'd)

- **Line 9: Reporting End Date;** This is the reporting period end date. This is associated with the Box 6, the Report Type (i.e., annual/final)
- **Line 10: Transactions;** Enter cumulative amounts from date of inception of award through the end date of the reporting period specified in Line 9





Federal Cash

- Lines 10a through 10c contain information on Cash Transactions and replace SF-272 fields 11 - 14
- **Line 10a: Cash Receipts**; Enter the cumulative amount of actual cash received (drawn-down) from the Federal agency as of the reporting period end date





Federal Cash (cont'd)

- **Lines 10b: Cash Disbursements;** Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date
- **Line 10c: Cash on Hand (Line 10a Minus 10b);** This amount represents immediate business needs and if more than three business days of cash are on hand, NIFA requires an explanation on Line 12, Remarks





Federal Expenditures and Unobligated Balances

- Lines 10d through 10h contain information on expenditures and unobligated balances of Federal funds
- Enter the cumulative amounts from the inception of the award through the end date of the reporting period





Federal Expenditures and Unobligated Balances (cont'd)

- **Line 10d**: Total Federal Funds Authorized (per NIFA 2009 Award Face Sheet)
- **Line 10e**: Federal Share of Expenditures
- **Line 10f**: Federal Share of Unliquidated Obligations
- **Line 10g**: Total Federal Share; Sum of Lines 10e and 10f
- **Line 10h**: Unobligated Balance of Federal Funds; Line 10d minus Line 10g





Recipient Share or Matching

- **Line 10i:** Total recipient share required; matching included (formula & non-formula awards)
- **Line 10j:** Recipient share of expenditures
- **Line 10k:** Remaining recipient share; Line 10i minus Line 10j





Recipient Share or Matching (cont'd)

- Ensure that the match requirement is documented and that you report your matching expenditures on the FFR
- Ensure that there is documentation internally that supports that you have met your match requirement





Program Income

- Complete Lines 10l through 10o if there is any program income to report under the award
 - **Line 10l:** Total Federal Program Income Earned
 - **Line 10m:** Program Income Expended in Accordance with Deduction Alternative
 - **Line 10n:** Program Income Expended in Accordance with Addition Alternative
 - **Line 10o:** Unexpended Program Income; **Line l. minus Line m. or Line n.**



Indirect Expense

- **Line 11a:** Types of rate(s)
- **Line 11b/c:** Enter the rate in effect during the period of performance
- **Line 11d:** Base
- **Line 11e:** Amount charged; multiply 11b X 11d
- **Line 11f:** Federal share; enter the amount usually from 11e
- **Line 11g:** Totals; enter totals of columns 11d.11e. & 11f

OGFM

Going From Good to Great



Remarks and Certifications

- Remarks (enter any explanations or additional information to include excess cash as stated in line 10c)
- **Line 13:** Certifications (signature should be that of the Authorized Representative)
- **Line 13a through 13e:** Self-explanatory; contact information





Helpful Hints

- Double-check to make sure the FFR is completed correctly and contains all required information and signatures
- Have a copy of your award notification available for reference purposes (NIFA-2009 Award Face Sheet)
- Have copies of the last reported FFR (to refer to) if not a new grant. If new, this would be the 1st report





Helpful Hints (cont'd)

- The awardees shall report program outlays and program income on the same accounting basis (either cash or accrual) that it uses in its normal accounting system
- Grantee must submit a “FINAL” FFR for the duration of the grant with no unliquidated obligations before AMD can accept the “FINAL” FFR to close out the award
- An exception will be granted if a request for an extension to submit a Final SF-425 is made before the due date (non-formula only)



Helpful Hints (cont'd)

- Draw-downs after the 90 day period are not allowable except for extenuating circumstances or if an extension has been granted
 - Remaining funds placed on Manual Review (non-formula)
 - Send AMD documentation of expenses during the period of performance
 - If expenses are found unallowable, funds must be returned



Helpful Hints (cont'd)

- Grants reaching the 5-year Statutory Limitation must draw down all funds expended on the award by August 31 of the final year (non-formula)
- Formula grants reaching their Statutory Limitation must be drawn down by the expiration of the award (ASAP drawdown dates apply)
- Administrative Point of Contact: AMD Grants & Agreements Examiner/Grants Management Specialist identified on NIFA-2009 - Award Face Sheet





Formula Grants Helpful Hints

- Indirect cost and tuition remission are unallowable
- Failure to submit the annual SF-425 by the required due dates, will result in funds being withheld. Extension of time are not permitted
- Grantee must submit a “final FFR” for the duration of the grant (2 or 5 year)
 - If the FFR is marked final and an unobligated balance is shown on line 10h, fund will be de-obligated and returned to Treasury
 - Final FFR’s submitted will close out the award






Key Points of Contact

- Questions pertaining to Financial Reporting should be directed to:
AMD Main Office Line, (202) 401-4986
 - Brenda Barnett, bbarnett@nifa.usda.gov,
202-401-4325
 - Rochelle McCrea, rmccrea@nifa.usda.gov,
202-401-2880



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Next Webinar HSI Education Programs Webinar August 16, 2012 2:00pm EST



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Comments and Questions

Thank You!!